TECHNOLOGY ADVISOR

JOB DESCRIPTION

Employees in this job work with state agencies, advising and providing the highest level of consultative support on multiple information technology-based systems in multiple customer environments. Employees have the greatest level of understanding of best practices with respect to the planning, design, implementation and use of information technology and information management systems and processes. They set direction and provide critical support in the strategic and tactical planning for the design and use of information management and technology; information technology architecture planning; evaluation, selection and implementation of methodologies, tools and techniques for specification, design and construction of information management systems; evaluation and recommendations for selection of hardware system components and system software, process control software and application software; training and education; and, implementation of information management systems. Their expertise is used to solve problems of the most complex level that occur in any system used in any state department. The impact of these problems could be extremely significant to the whole of state government.

There is one classification in this job. Employees serve in the Michigan Department of Information Technology (MDIT). The positions are designated by the Appointing Authority as Technology Advisors and accepted and classified by the Civil Service Commission.

Position Code Title –Technology Advisor-2

Technology Advisor 16
The employee reports to a deputy director or above and performs the highest level of consultative support and services to state agencies and ensures that electronic data sources are accurate and readily accessible.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Fosters collaborative relationships with the suppliers, practitioners, and industry organizations.

Analyzes, designs, and facilitates implementation of work processes and job responsibilities associated with using office automation systems and performing automated functions.

Provides technical leadership, guidance and direction to MDIT and client agency staff on the design, development, testing and implementation functions of information management systems.

Develops program goals and plans for implementation that are in compliance with the MDIT Strategic Plan.

Maintains an awareness of client agency and MDIT information technology initiatives and identifies key business implications and impacts.

Evaluates new technologies and the potential business impact, and facilitates adoption of leading technologies.

Acts as the rapid knowledge transfer agent to the user community.

Ensures the implementation of, and compliance with, MDIT security standards.

Identifies emerging information technology trends, new products and solutions.

Engages in special projects such as the design of new innovation processes.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive industry knowledge and experience in the implementation and use of information technology and information management systems and processes.

Knowledge of MDIT infrastructure and software environments, programs, methodologies, procedures and policies.

Knowledge of the State Unified IT Environment (SUITE) process methodology.

Knowledge and understanding of technology available to determine and develop solutions.

Knowledge of client agency business initiatives and strategies.

Knowledge of information technology diagnostic tools.

Considerable technical problem solving and analytical skills.

Ability to work with the supplier community and managed services providers in the business environment.

Ability to research, analyze, and evaluate current industry technology direction and standards and make recommendations at a management level.

Ability to convey information technology concepts and business impact to senior officials as well as address more detailed training requirements of users and technical staff.

Ability to provide vision, anticipate problems, and offer problem resolution.

Ability to perform detailed financial analysis of alternatives.

Ability to plan, develop, and evaluate programs.

Ability to facilitate design reviews across the organization.

Ability to motivate and lead others in the accomplishment of a task.

Ability to present ideas effectively at a level of style, grammar, organization and technical construction expected at a management level.

Ability to establish and maintain effective relationships, under varied conditions, with government officials, private industry leaders, professional personnel, and a variety of people at all management levels.

Ability to maintain records, prepare reports, and conduct correspondence related to the work.

Working Conditions

None.

Physical Requirements

None.

Education

Possession of a bachelor's degree with at least 21 semester (32 term) credits in computer science, data processing, computer information systems, data communications, networking, systems analysis, computer programming, or mathematics.

Experience

Ten years of professional experience in the information technology environment, including four years specific to an information technology area of expertise; e.g., Microsoft, SQL, Oracle, etc.

Special Requirements, Licenses, and Certifications

Certain positions may require certification in specific information technology programs.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

Job CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code	Job Code Description	
INFTCHADV	Technology Advisor	

Position Title	Position Code	Pay Schedule
Technology Advisor-2	ITADVSR2	NERE-061P

ECP Group 4
3/26/2009
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